



**VACANCY ANNOUNCEMENT**  
*Open to all qualified current staff  
and external applicants*

## **TEEN SERVICES LIBRARIAN**

### **EAST LIBRARY**

(Full-time, exempt)

**Position # 210120406**

**DATE POSTED:** August 4, 2017

**LOCATION:** 5550 N. Union Blvd., Colorado Springs CO 80918

**STARTING WAGE:** **\$22.83** per hour + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>) Librarians hired who are within 6 months prior to completion of their MLIS will be hired at the Beginning Librarian rate of \$21.30

**POSITION HOURS:** 40 hours each week per the following current work schedule:

<b>Monday</b>	<b>12 p.m. - 9 p.m.</b>
<b>Tuesday, Wednesday, Thursday, Friday</b>	<b>9 a.m. - 6 p.m.</b>
<b>every third Saturday</b>	<b>9 a.m. - 6 p.m.</b>
<b>approximately 9 Sundays per year</b>	<b>12:30 p.m. - 5 p.m.</b>

**Note:** Regular schedule may be subject to minor changes due to required meetings, training events, etc. Also, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

### **APPLICATION PROCEDURE:**

1. Complete a PPLD online application located at [ppld.org/Jobs](http://ppld.org/Jobs) on the Application tab
2. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. Application must include essay response to question on page three of the job announcement.
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 884-9800 Ext. 6998.

**CLOSING DATE:** Online application materials must be received by **August 27, 2017 at 9:59 pm. MST**

### **CONDITIONS OF EMPLOYMENT:**

#### **All selected candidates...**

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). PPLD participates in E-verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities.
- may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met.
- must understand and comply with PPLD's drug-free workplace policy.
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, in accordance with Colorado law.

## **EOE**

As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

# **TEEN SERVICES LIBRARIAN**

**BROAD SCOPE OF POSITION:** It is the mission of the Pikes Peak Library District to seek, engage, and transform lives through library services and resources that enrich individual lives and build community. This position will provide reference services, assist patrons with online searches, community referrals, promote the library, support the Teens Services program for the District, provide booktalks and resource classes in schools, develop programs in our MakerSpace, and more! This position operates in a diverse environment to help fulfill PPLD's mission by providing reference service to the public using a comprehensive knowledge of Library Science, PPLD collections, electronic databases, current technologies, and community resources.

## **ESSENTIAL FUNCTIONS:**

- Works the public service desks 15-18 hours per week providing reference service to walk-ins, over the phone, via email and instant messaging
- Assists and instructs patrons through material and online searches, computer software applications, reference/in-depth research, community referrals, and outside sources/collections.
- Provides readers' advisory services
- Maintains confidentiality in all patron and staff interactions
- Promotes library services through tours, demonstrations, talks, and displays
- Uses computers and assists patrons with computers and printers
- Serves as the "person in charge" in the absence of the East Adult Services Manager
- Supports an active Teen Services program for the District; advocates the importance of teen library services; provides booktalks and resource classes in area middle and high schools
- Plans and implements teen programs for East Library, utilizing the MakerSpace for some
- Plans and implements district-wide programs such as Free Comic Book Day, Hour of Code, National Week of Making, and more!
- Serves in active roles on the Teen Team and with Teen Volunteers
- Performs duties in collaboration with the Young Adult Services Division Head
- Takes an active role in community and state groups that advocate for teens
- Staff the MakerSpace at East Library
- Performs other related duties as assigned

## **EDUCATION/EXPERIENCE REQUIRED:**

- Master's Degree in Library Science (MLS or MLIS) required
- One year of professional library experience preferred; prior experience working with teen in a library setting highly preferred.
- Advanced knowledge of library practices, procedures and materials
- Ability to research and gather information on trends and resources in the library field
- Proficiency on computer applications and databases, including Microsoft Office software.
- Demonstrates excellent written and verbal communication skills, including the ability to listen to others, and effectively interact with others.
- Works collaboratively, is open to the ideas of others and builds trust throughout the organization.
- Practices teamwork, flexibility, and demonstrates a "whatever it takes" work ethic, and has an excellent customer service attitude.
- Bilingual ability is a plus in serving our diverse patrons.

**Requires a written essay. In order to be considered as a qualified applicant for this position, you must write and submit one typed and double-spaced essay (250-350 words), in response to the following:**

**"How can teen services utilize MakerSpaces to seek, engage, and transform the lives of**

teens?”

**Applications that are submitted without the above requested essay will not be considered for this position. Include the essay with your other PPLD job application materials.**